

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 20-232T OPENING DATE: 20-May-20 CLOSING DATE: 3-Jun-20

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Supply Technician, GS-2005-07, E-3/PFC - E-7/SFC, PARA/LN: 6021-068

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$44,806.00-\$58,244.00 PA

SUPERVISORY ☐ **MANAGERIAL** ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

Combined Support Maintenance Shop (CSMS), Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION:

This position is in the Federal/Excepted Civil Service and is **open to current members in the Arizona Army National Guard.** Individual selected will receive a **Permanent Appointment** after successful completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Applicant **MUST** submit complete ERB and/or other documentation to verify possession of MOS.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard, in a military unit supporting CSMS and must possess the following MOS: 92A, 92Y or 92G

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PCS may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

NOTES:

Note: Must be able to gain and maintain access to the AZ-ARNG network.

Note: Must possess and be able to maintain a valid State driver license.

Note: Must possess or be able to obtain required GCSS-Army certification within 15 days of hire date. Must be able to maintain access to GCSS-Army.

Note : Recommend but not required to submit all completed GCSS certificates of training.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of requisitions, supporting documents and reference material to perform material coordination storage management responsibility for maintenance and production shops.
2. Working knowledge of GCSS-Army for shop and bench stock record accountability, management of recoverable items, and requisitioning and receipt of repair parts.
3. Knowledge to conduct extensive and exhaustive searches for required information in order to resolve issues related to complex, fallacious, or delayed supply transactions.
4. Knowledge and ability to perform routine supply specialist work based on practical knowledge of standard procedures, where assignments include requisition, receipt, and storage of supplies, inventory management, and turn-in processes.
5. Ability to maintain accountability of component hand receipts, tool box inventories, property hand receipts, TMDE hand receipts.
6. Ability to use reference sources such as federal catalogs, technical manuals, stock lists, or other publications to requisition, identify, or select items for issue, stockage, or turn-in.
7. Ability to set up, operate and inventory a storage and issue system for supplies and repair parts and ensure that work order assigned items are separated from regularly stocked items when they arrive and during their storage.
8. Ability to complete detail-oriented assignments with considerable independence and within established timelines requiring the use of time management, prioritization, and multi-tasking skills.
9. Ability to communicate effectively, both verbally and in writing, to include skills in using computers and office productivity software to organize and convey information relevant to supply and maintenance operations.

SPECIALIZED EXPERIENCE: Must possess at least **12** months of experience, education, or training which demonstrates a thorough knowledge of governing supply regulations, policies, procedures, and instructions applicable to managing repair parts for maintenance operations. Experience conducting extensive searches for required information; reconstructing records for complex supply transactions; and/or provide supply operations support for activities involving specialized or unique supplies, equipment, or parts. Experience performing routine aspects of supply work based on practical knowledge of standard procedures, where assignments include individual case problems related to a limited segment in one of the major areas of supply management.

BRIEF JOB DESCRIPTION: This position is located at the CSMS, Phoenix, Arizona. Its purpose is to provide storage and distribution, cataloging or supply identification systems, property utilization, or other related supply activities including those associated with automated or manual supply accounting systems. Responsible for all phases of CLIX repair/repairable items procurement and returns program. Verifies availability and requisitions repair parts, as needed. Insures part availability, receives and stores parts, recovers damaged/unserviceable parts, initiates and carries out turn-in procedures. Verifies that the appropriate activity has received the turned in part and funds are properly credited to the account. Maintains document control register. Performs routine and nonroutine material coordination duties for maintenance or production shops. Responsible for limited aspects of storage management. May develop and install local procedures and techniques to achieve and maintain smooth, effective, and coordination storage operations. Performs other duties as assigned.

SELECTING OFFICIAL: CW4 Tracey Lyn Tibbetts
